

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



CUSTOMER SERVICE REPRESENTATIVE III

(Announcement No. R-032-08)

Grade 13

Starting Pay: \$13.72 per hour— plus extensive benefits package

40 hours per week - Monday through Friday

THE JOB:

Performs a variety of high level clerical and information dissemination services for employees and visitors within City government. Answers department telephone calls and radio communications; receives and greets visitors and provides information to callers and visitors; processes paperwork related to building construction; follows up on customer complaints; prepares correspondence, lists and other documents on computer. Performs related duties.

MINIMUM

QUALIFICATIONS:

High School graduate or GED, and 4-6 years experience in general office operation; or an equivalent combination of training and experience. Knowledge of construction projects is helpful.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Wed., May 28, 2008

CLOSING DATE: Tuesday, June 10, 2008

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST